

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. The Fire Chief is directly responsible for the organization and administration of the department, including fire suppression operations; the supervision of all department personnel; financial planning and budgeting of funds; information management; public relations; and the care and maintenance of department property and equipment. The Fire Chief is also responsible, through designated subordinates, for providing for employee training, and for developing and administering a fire prevention program. The Fire Chief has the authority and responsibility to carry out the duties of the position independently, and is accountable to the governing authority of the City of Alexandria.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees and directs the operation of the fire department. Develops management policies, and determines goals and objectives for the department. Plans and directs operations with respect to personnel, equipment, and apparatus. Evaluates the organizational structure of the department, and determines the functional and territorial divisions for optimal utilization of resources. Oversees the development of methods which may be used to evaluate the productivity and effectiveness of department operations; develops policies and procedures to improve quality of service. Develops and implements a safety program for the department.

Organizes the personnel management functions of the department by creating work cycles and deploying available manpower. Develops a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends personnel actions to the appointing authority. Establishes and maintains a system of line and staff personnel inspections to exercise control. Investigates complaints against department personnel and recommends action to be taken or formulates a reply to the complaint. Oversees all personnel of the fire department, counsels employees who are experiencing work problems, resolves employee complaints and grievances, and maintains discipline. Works with boards, agencies, unions, or any other organized groups whose rules and operations affect the careers of fire department employees or the work of the fire department. Participates in collective bargaining

efforts between city administration and employee labor unions. Assists in the development of a comprehensive personnel plan providing for employee compensation and benefits. Studies existing or proposed legislation which may affect the operation of the fire department.

Manages the operation of the departmental accounting system, and maintains accurate fiscal records of liabilities, assets, and financial transactions of the department. Gathers information for, prepares, and submits an operating budget for the department. Authorizes expenditures of funds making sure that such expenditures are in accordance with the budget. Locates grants for fire protection and prevention, and administers grant-funded projects.

Provides for the preparation and maintenance of all department records and reports. Compiles, organizes, and analyzes data for needed for reports or to make management decisions. Writes public service announcements, news releases, newspaper articles, or other official department position paper for publication. Responds to correspondence directed to the fire department.

Develops and implements an emergency management system. Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Directs and controls fireground operations and operations at hazardous materials incidents. Directs fire department equipment and personnel when called to assist in special tactical situations. Develops and implements a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective communications procedures to be utilized during emergency operations.

Develops and implements a fire prevention program, including pre-fire planning and inspection, fire investigation, and fire prevention education. Determines target areas for fire prevention or public fire education efforts. Monitors local conditions for which the department may be called to respond.

Develops a training program for the department and sees that the program is properly staffed and supplied with training resources. Provides for outside training when required.

Oversees the care and maintenance of firefighting apparatus and equipment, vehicles, stations and grounds. Oversees the process of maintaining an inventory of supplies required by the department. Purchases equipment and supplies in the manner provided by lawful authority. Prepares specifications on new fire department equipment.

Coordinates the work of the department with related federal, state and local agencies. Delivers talks and demonstrations, gives reports, offers advice, and performs other services to inform the public about the work of the department. Handles complaints from the public concerning fire department operations. Acts as department representative to the news media, releasing information

and answering questions concerning the work of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

EITHER

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative and supervisory responsibilities.

OR

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions which include administrative or supervisory responsibilities for at least two (2) years. Fire service experience must include experience in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must have at least fifteen (15) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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